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17 January 1951

MEMORANDUM FOR THE DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT : Table of Organization for O/NE

REFERENCE : T/O dated 21 December 1950, approved subject to review

ENCLOSURE : Recommended revised T/O for O/NE

1. Reference T/O has been examined in the light of the original recommendations of this Office and certain internal organizational changes made subsequent to its issue.

2. It is noted that this revised T/O takes into consideration the following factors:

a. The commitments made to members of the National Estimates Board by the Director at the time these members were recruited;

b. Giving members of the Board uniformly high grade secretarial support;

c. The establishment of a Reading Room under the supervision of a Control and Requirements Officer;

d. The transfer of the CIA Duty Office from O/NE to O/CI;

e. The organization of the personnel in the former Analysis Branch of the Support Staff into a Specialist Group and the transfer of this Group to the Estimates Staff;

f. The transfer of additional personnel from O/RR to provide adequate coverage of critical areas; and

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g. Pursuant to prior arrangements made by the Director, the inclusion in the Specialist Group of the Estimates Staff of military specialists nominated by the defense agencies of the IAC.

3. Accordingly, we submit herewith the revised T/O reflecting the changes considered necessary by this Office, and recommend its approval.

WILLIAM L. LANGER
Assistant Director
National Estimates

Enclosure

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